

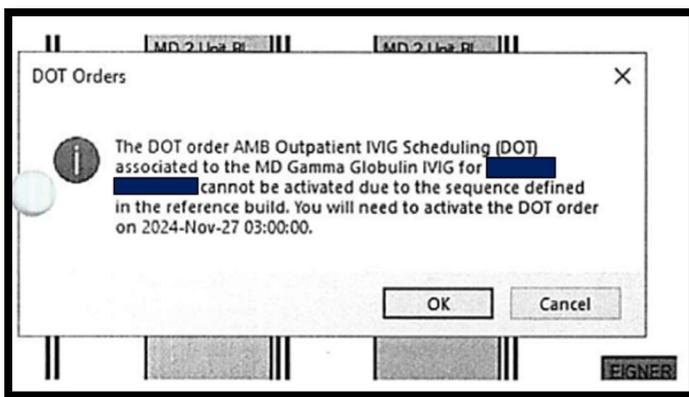


CANCELLING/DISCOUNTING DOT ORDERS HOSPITAL INFORMATION SYSTEM (HIS)

MEDICAL DAY NURSING STAFF

The following error message will appear for a patient in the medical day units when checking-in if the Infusion orders have not be activated in the correct sequence. In other words if a patient has missed a scheduled appointment this error will occur. The missed appointment orders need to be **cancelled/discounted** in order for the next appointment to proceed.

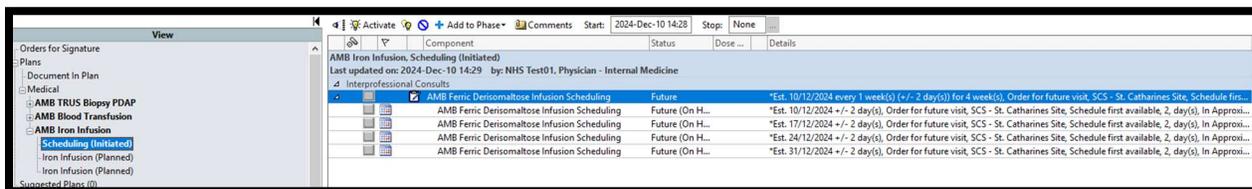
NOTE: In order to avoid this error message when a patient misses an appointment, please **cancel/discontinue** the appointment on the missed day.



If a patient misses a scheduled RECURRING appointment in the SC or NF Medical Day Units the missed appointment will need to be **cancelled/discounted** in order to move forward with the next appointment.

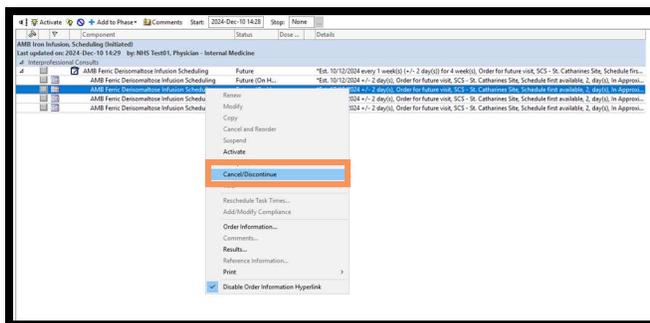
STEPS TO CANCELLING/DISCOUNTING AN APPOINTMENT.

1. Locate the current PowerPlan and open the scheduling orders in the powerplan.
2. Click on the dropdown “**carrot**” beside the 1st scheduling order. This will open all of the scheduling orders for this powerplan.

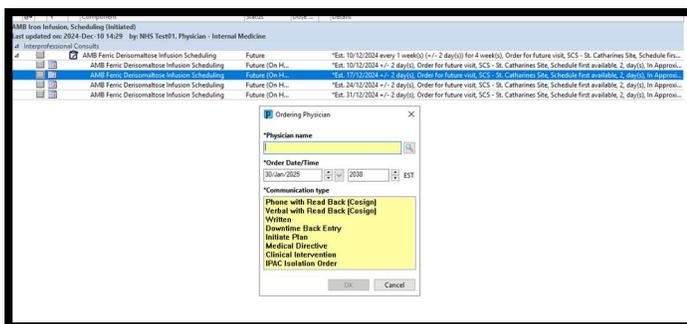


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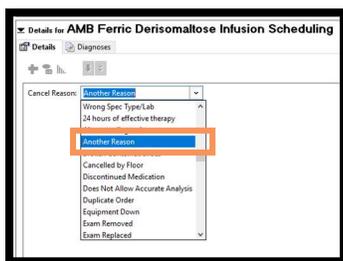
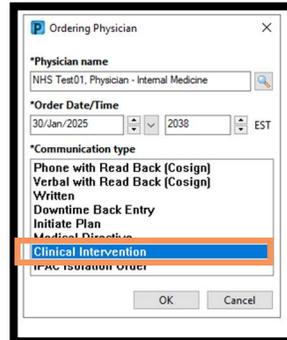
- Click on the scheduled appointment that the patient missed and right click the mouse.
- A drop down will appear. Click on the **"Cancel/Discontinue"** choice.



- When the message window appears, fill in the name of the ordering physician in the **Physician Name** field.



- Select **Clinical Intervention** as the Communication type.



- Choose **Another Reason** as the cancel reason.

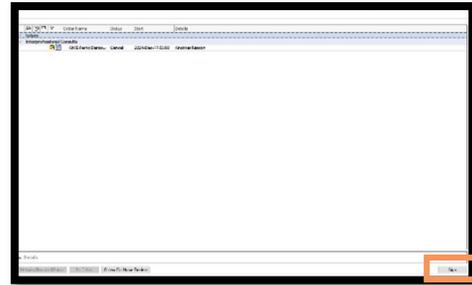
- Click the **Orders for Signature** in the bottom right corner.





CANCELLING/DISCOUNTING DOT ORDERS HOSPITAL INFORMATION SYSTEM (HIS)

- 9. Click **Sign** in the bottom right corner. This will cancel the appointment for that day.



This will cancel/discontinue the missed appointment and remove it from the schedule and will allow the patient to continue with their appointments in sequential order.

The patient will also now be able to check-in for their next appointment.

Component	Status	Dose ...	Details
AMB Iron Infusion, Scheduling (Initiated)			
Last updated on: 2024-Dec-10 14:29 by: NHS Test01, Physician - Internal Medicine			
Interprofessional Consults			
<input checked="" type="checkbox"/>	AMB Ferric Derisomaltose Infusion Scheduling	Future	*Est. 10/12/2024 every 1 week(s) (+/- 2 day(s)) for 4 week(s), Order for future visit, SCS - St. Catharines Site, Schedule first av...
<input type="checkbox"/>	AMB Ferric Derisomaltose Infusion Scheduling	Future (On H...	*Est. 10/12/2024 +/- 2 day(s), Order for future visit, SCS - St. Catharines Site, Schedule first available, 2, day(s), In Approxima...
<input type="checkbox"/>	AMB Ferric Derisomaltose Infusion Scheduling	Future (On H...	*Est. 24/12/2024 +/- 2 day(s), Order for future visit, SCS - St. Catharines Site, Schedule first available, 2, day(s), In Approxima...
<input type="checkbox"/>	AMB Ferric Derisomaltose Infusion Scheduling	Future (On H...	*Est. 31/12/2024 +/- 2 day(s), Order for future visit, SCS - St. Catharines Site, Schedule first available, 2, day(s), In Approxima...